



REPLY TO
ATTENTION OF
ATZS-CSM

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA
FORT HUACHUCA, ARIZONA 85613-6000

26 February 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI), USAIC & FH, Sergeant Audie Murphy Club (SAMC) Selection Board

1. Purpose: This MOI prescribes the procedures for the USAIC & FH SAMC selection board. The USAIC and Fort Huachuca SAMC Board will convene on the following dates at the locations indicated:

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Event</u>	<u>Uniform</u>
24 APR 01	0530 Hrs	Barnes Field House	Army Physical Fitness Test	PT
	0830 Hrs	Site Maverick	Land Navigation Exam	BDU, LCE w/canteen
	1300 Hrs	TBD	Drill and Ceremonies Exam	BDU
25 APR 01	TBD	Evaluation on...	TBD	TBD
		<i>Leading PT or other approved subject (Candidates must coordinate with 1SG Roberts for time/place/uniform)</i>		
26 APR 01	0900 Hrs	Murr Comm Center	Board	Class A

2. Nominee Packets: NCO's selected to appear before the SAMC board will turn-in packets to 1SG Roberts, Riley Barracks – West, Bldg 51005, Room 1309, 533-3800/3216. Failure to have completed packets in before **COB 20 April 2001** will result in the NCO not appearing before the board. Packets must have the following documentation:

- a. Letters of Recommendation from the NCO Support Channel and Commander.
- b. Biographical sketch.
- c. Copies of DA Forms 2A and 2-1 (ERB)
- d. Copies of DA Form 705, APFT Score Card
- e. Copy of weapons qualification scorecard.
- f. Typed and Signed Hometown news release (DD 2266)
- g. Sergeant Audie Murphy Club induction worksheet
- h. Leaders Book (Candidates will hand carry to the board)

3. Board Members will consist of the following:

- a. CSM Haubrich – Board President (non-voting)
- b. 111th MI Bde CSM or designated CSM/SGM from Brigade
- c. 112th MI Bde CSM or designated CSM/SGM from Brigade
- d. 11th SIG Bde CSM or designated CSM/SGM from Brigade
- e. 1SG Roberts – SAMC President

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4. SAMC Board will be conducted in the following manner (sample score sheet at Appendix A):
 - a. CSM Haubrich, Command Sergeant Major USAIC&FH will be the President of the Board. He will make the final determination as to whether the candidate will be inducted into the Sergeant Audie Murphy Club.
 - b. 111th MI Bde CSM: Responsible for situational questions in the areas of Drill and Ceremonies, Leadership, and NBC.
 - c. 112th MI Bde CSM: Responsible for situational questions in the areas of First Aid and Preparing Defensive Positions.
 - d. 11th Signal Bde CSM: Responsible for situational questions in the areas of Maintenance Management and Training the Force.
 - e. 1SG Roberts: Responsible for situational questions in the areas of NCOES Requirements, Knowledge of Soldier Support Activities, and Safety Program.
 - f. Board members will prepare a minimum of 5 situational based questions per area. Questions may require hands-on demonstration; board members are responsible for their own training aids if hands-on testing is desired.
5. Uniform for Board Members, supervisor, and SAMC escort is BDUs. Uniform for Candidates is Class A's. Supervisors will be on-hand for introduction of candidates to the board members, however a current SAMC member will escort candidates throughout the board process.
6. The point of contact for this MOI is 1SG Roberts at 533-3800/2766 or email robertsm1@huachuca-emh1.army.mil.

Encl:
Appendix A-Sample Score Sheet
Appendix B-D&C Eval Sheet
Appendix C-PT Eval Sheet

/// ORIGINAL SIGNED ///
LAWRENCE J. HAUBRICH
CSM, USA
Command Sergeant Major, USAIC&FH

DISTRIBUTION:

CSM CHUNN (USAIC&FH CSM)	CSM PAYLOR (ASC CSM)	CSM HARGIS (Garrison CSM)
CSM JONES (111 th MI Bde)	CSM AVANT (305 th MI Bn)	CSM SCOTT (309 th MI Bn)
CSM MOORE (344 th MI Bn)	CSM BARNETT (112 th MI Bde)	CSM GOODMAN (306 th MI Bn)
SGM SMITH (304 th MI Bn)	CSM STRIFFOLINO (NCOA)	CSM WHITE (11 th SIG Bde)
CSM SEXTON (40 th SIG Bn)	CSM LOTTEN (504 th SIG Bn)	CSM COWAN (86 th SIG Bn)
SGM THOMPSON (MEDDAC)	CSM RODRIGUEZ (EPG)	

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APPENDIX A – Sample Score Sheet

SERGEANT AUDIE MURPHY CLUB BOARD SCORE SHEET			
NAME	RANK	UNIT	DATE
SUBJECT: QUESTIONS 1-10 (10 PTS MAX)			SCORE
1. DRILL AND CEREMONIES			
2. LEADERSHIP			
3. NBC			
4. FIRST AID (COMBAT LEADER)			
5. PREPARING DEFENSIVE POSITIONS A. USE OF TERRAIN B. USE OF WEAPONS C. USE OF DIAGRAMS/MAPS/RANGE CARDS D. STANDARDS FOR FIGHTING POSITIONS E. FORCE PROTECTION DOCTRINE			
6. MAINTENANCE MANAGEMENT PROCEDURES			
7. TRAINING THE FORCE (FM 25-100/FM 25-101)			
8. NCOES REQUIREMENTS AND PROCEDURES/NCO HISTORY			
9. KNOWLEDGE OF FAMILY/SOLDIER SUPPORT AGENCIES: A. ALCOHOL SUBSTANCE ABUSE PROGRAM B. RED CROSS C. ACS D. OUTREACH E. CHAMPUS/TRICARE F. EQUAL OPPORTUNITY/EQUAL EMPLOYMENT OPPORTUNITY			
10. SAFETY PROGRAM			
11. MILITARY BEARING AND APPEARANCE (PASS/FAIL) (NCO CAN FAIL THE BOARD IN THIS AREA)			
BOARD MEMBER _____ DATE _____ GO _____ NO GO _____			

TRADOC Form 600-14-4-R

Appendix B - Sergeant Audie Murphy Candidate Drill and Ceremony Evaluation Sheet (FM 22-5)

1.	(1) "Fall-in"	GO/NO-GO
2.	(1) "Open Ranks, March (2/2 GO) <ul style="list-style-type: none"> Four 15" steps to the rear Natural Arm Swing 	GO/NO-GO
3.	(1) "Dress Right Dress" (4/5 GO) <ul style="list-style-type: none"> Immediately steps off as in marching; halts 1 step to the left and faces the first squad leader. Makes adjustments to ensure squad is properly dressed. Center on squad prior to moving to next squad. Steps as in marching then takes 3 steps between squads. Steps as in marching and returns to proper position, 3 steps and centered on platoon. Halts perpendicular and faces to the left. 	GO/NO-GO
4.	(1) "Ready, Front" <ul style="list-style-type: none"> Steps off as in marching to the 1st squad leader taking the most direct route. 	GO/NO-GO
5.	(1) Inspecting the Platoon (7/8 GO) <ul style="list-style-type: none"> Gives "At Ease" to subsequent squads prior to inspecting the 1st squad leader. Inspects from top to bottom. Moves to the left/right and center self prior to moving to the next squad member. Moves as in marching. Calls next squad to "Attention" while beginning to inspect the rear of current squad. Inspects rear of the squad. Gives "At Ease" to previously inspected squad. Returns to the proper position, 3 steps and centered on the platoon. Halts perpendicular and faces to the left and brings the platoon to "Attention" 	GO/NO-GO
6.	(1) "Close Ranks, March" (2/2 GO) <ul style="list-style-type: none"> Takes two 30" steps forward. Natural arm swing, as in marching. 	GO/NO-GO

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7.	(1) "Right, Face"	GO/NO-GO
8.	(1) "Forward, March"	GO/NO-GO
9.	(1) "Column Left, March"	GO/NO-GO
10.	(1) "Column Right, March"	GO/NO-GO
11.	(2) "Rear, March"	GO/NO-GO
12.	(1) "Right Flank, March"	GO/NO-GO
13.	(1) "Left Flank, March"	GO/NO-GO
14.	(1) "Column Half Left, March"	GO/NO-GO
15.	(1) "Column Half Right, March"	GO/NO-GO
16.	(1) "Platoon, Halt"	GO/NO-GO
17.	(1) "Counter Column, March"	GO/NO-GO
18.	(1) "Left Step, March"	GO/NO-GO
19.	(1) "Right Step, March"	GO/NO-GO
20.	(1) "Change Step, March"	GO/NO-GO
21.	(1) "File From the Left, March"	GO/NO-GO
22.	(1) "Column of 3's (or 4's) to the Right, March"	GO/NO-GO
23.	(1) "Fall Out"	GO/NO-GO
24.	Stayed Centered on platoon.	GO/NO-GO
25.	Distinctiveness of Commands.	GO/NO-GO
26.	Inflection.	GO/NO-GO
27.	Cadence.	GO/NO-GO
28.	Stayed in designated area (pavement).	GO/NO-GO
29.	Avoided obstacles.	GO/NO-GO
30.	Maintained military bearing.	GO/NO-GO
<div>27 out of 30 for an overall GO</div> <div>FINAL RESULTS</div> <div>GO/NO-GO</div>		
EVALUATOR: _____ CANDIDATE: _____		

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Appendix C – Sergeant Audie Murphy Candidate**Physical Fitness Training Evaluation Sheet****PT Instructor:** _____**Evaluator:** _____**Date:** _____**Conditioning Phase:** _____

EXTENDED RECTANGULAR FORMATION: (8/9 for a GO)	GO	NO GO
(1) "Extend to the Left, March"		
(2) "Arms Downward, Move"		
(3) "Left, Face"		
(4) "Extend to the Left, March"		
(5) "Arms Downward, Move"		
(6) "Right, Face"		
(7) "From Front to Rear, Count Off"		
(8) "Even Number to the Left, Uncover"		
(9) "Assemble to the Right, March" (Formation must be reassembled before giving the command "Fall Out" or "Dismissed")		
CIRCLE FORMATION: (6/7 for a GO)	GO	NO GO
(10) "Right, Face" (Goes to the front of the 1 st Sqd Ldr.)		
(11) "Circle Formation, Follow Me" (Gives the command over the right shoulder.)		
(12) Develops a 3-5m interval between soldiers.		
(13) "Quick Time, March"		
(14) "Platoon, Halt"		
(15) "Center, Face"		
(16) "At Ease"		
WARM-UP: (5-7 Min) (5/6 for a GO)	GO	NO GO
(17) Starts PT session with a slow jog. (1-2 minutes)		
(18) Conducts Rotational Exercise. (Works each joint 5-10 sec.)		
(19) Stretches muscles to be used in the conditioning phase. (slow, static stretches)		
(20) Performs stretches IAW FM 21-20. (Holds stretches for 10-15 sec.)		
(21) Performs calisthenics to increase intensity level. (2-4 exercises, 8-12 reps.)		

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(22) Performs calisthenics IAW FM 21-20.		
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CONDITIONING PHASE: (2/3 for a GO)	GO	NO GO
** (23) Performs PT IAW the training schedule.		
(24) Ensures proper intensity level for the component worked.		
a. Flexibility Improvement: Hold for 30-60 seconds.		
b. MS/E: Performs 15-40 reps, MF: 20-60 sec. timed sets.		
c. CR: Maintain THR for 20 minutes.		
(25) Participates in and Supervises the Session		
a. Flexibility: Ensures stretches are performed correctly.		
b. MS/E: Checks performance and corrects improper form.		
COOL DOWN: (5-7 Min.) (3/4 for a GO)	GO	NO GO
(26) Walks or performs other low intensity activity to lower the soldier's heart rate after conditioning phase.		
(27) Checks heart rate to ensure that it is below 100 bpm before concluding the PT session.		
(28) Stretches muscles used during Conditioning Phase. (Holds stretches for 10-15 seconds.)		
(29) Performs stretches IAW FM 21-20.		
LEADERSHIP: (4/5 for a GO)	GO	NO GO
(30) Motivates the group to perform/achieve training effect.		
(31) Maintains control of the group. (Makes on the spot corrections.)		
(32) Maintains military bearing.		
(33) Maintains command voice.		
(34) Conducts AAR.		

OVERALL RATING:

SUPERIOR (1)

SATISFACTORY (2)

UNSATISFACTORY

**** A NO GO IN BLOCK 23 IS AN AUTOMATIC UNSATISFACTORY.**

1: SUPERIOR: Individual must receive a GO in **33 of the 34** Blocks.

2: SATISFACTORY: Individual must receive a GO in **5 of the 6** Areas.

Comments: _____

Candidate Signature

Evaluator Signature